



STATE
OF
GEORGIA

31-08
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date December 11, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: DEC 19 1972 Application No. 456 Date Completed: DEC 22 1972			
2. Agency Application No. 92		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - Bedding Section 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact George Seaton <i>OCM</i>			
				5. Working Title Director	6. Tel. No. 656-3627		
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1956 to Date		9. Exact Series Title Bedding Inspection Report Files					
10. What is the function of the office in which this record series is created? This Section administers the Bedding Law of 1964, as amended in 1972, providing for the certifying and inspecting of manufacturers, and renovators of bedding to do business within Georgia. It receives application for licensing; issues the license, if qualified; inspects facilities and bedding manufactured, and/or renovated; inspects bedding within retail outlets for compliance with the Bedding Law and the rules and regulations applicable thereto; suspends license for causes; and inspects used bedding offered "for sale" for the use of approved chemical sprays to sanitized the used bedding.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the inspection of bedding manufacturers, and renovators, their products and facilities. Documents are: Daily Activity Record, Georgia Department of Public Health, EH 2.1 (obsolete as of July 1, 1972) gives the Name and Address, Product(s) or service, date inspected, activity performed by the inspector. Food Inspection and Firm Sanitation Report Form CP 54-001 Georgia Department of Agriculture, replacing above form as of July 1, 1972. Files are arranged Alphabetically by Firm Name. ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		3	4.5			1	1.5
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
						This Year's	Last Year's
				AVERAGE DAILY REFERENCES		2	1
						Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [x] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [x] Hold in the current files area month(s)/ 1 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☒ [x] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>	Date 12-11-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Ellis D. Liles</i>	12-11-72
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dyer</i>	12-20-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	12-18-72
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Hare</i>	12-20-72

STATE RECORDS
COMMITTEE